

Fees, Fines, and Payment Deadlines

For your reference, please review the following list of the many fees, fines, and payment deadlines associated with Special Events.

LIST OF FEES, FINES, AND PAYMENT DEADLINES

Payment Deadlines

The City accepts payment by cash, check or credit card (except American Express). Fees may be quoted, but are not final until the Special Event application is reviewed and the Conditional Special Event Permit is sent. When your Conditional Special Event Permit is sent out, your fees and the payment schedule will be included. Changes in your event can affect your fees; if changes are proposed and approved for your event after the conditional permit has been issued, your fees and permit will be adjusted accordingly. Generally, the total amount of your fees are due 30 days prior to your first day of use of a City property. A payment schedule will be required for large-scale events and may require payment earlier than four weeks. Payment by cashier's checks may be required if fees and deposits are over \$10,000 and/or the permittee has a history of bounced checks.

Administrative Penalty Fines

Special events take careful planning. To ensure adequate time for review and approval of event plans, event organizers must adhere to set deadlines. To ensure compliance with deadlines and the permit terms and conditions, a schedule of administrative penalty fines has been established. Fines may be charged for the following:

- Missed deadlines for submitting required plans, insurance, permits or compliance items
- Missed deadlines for submitting payments
- Violating permit conditions and/or conducting activities not previously approved for the event
- Non-sustained compliance of sound and bass decibel level limits
- Exceeding amplified sound/music curfew times

City Departmental Service Charges

In addition to the payment of all applicable non-refundable permit application and administrative fees, a permittee shall pay the City for reasonable City departmental service charges incurred due to the permittee's activities under the permit, including fees for police services for traffic control, additional permits required for the event, neighborhood notification, clean-up/damage fees, fire safety officers and other services to the extent such services are utilized and/or required due to the event.

Event Monitor Fee

An Event Monitor will be scheduled to be onsite during the event, event set-up and event breakdown. This person serves as your liaison to the Special Event Coordinator, who verifies and ensures compliance with permit conditions, and conducts a post-event site inspection with you.

Facility Use Fee

This fee is charged for each day of your actual event, with discounts for events that are organized and provide proof of their 501(c)(3) non-profit organization designation and/or which qualify for the City resident discount. Proof of residency is required before the "resident discount" rate is applied.

Permit Application Fee

This is a non-refundable paperwork processing fee. Payment of the application fee does not guarantee that any or all aspects of the application will be approved.

Security Deposits

Parks and Beaches

For events at a park or beach, this fee is usually equal to the daily facility use fee and is generally refunded within one month after the event if all permit terms and conditions were met, the site was left undamaged, and no extra cleaning was required to be performed by Parks and Recreation staff after the event. Security deposits may be withheld longer than 30 days if significant restoration of any portion of the park or beach is required.

The City reserves the right to charge a higher deposit if the event is large-scale, the permit terms and conditions were not followed for previous events, if site damage or extra cleaning previously occurred, or if a particular element of the event or large vehicle use has a greater potential to cause damage to the park or beach property.

Streets and Sidewalks

For events solely using City streets or sidewalks (e.g. parades, street fairs, etc.) a deposit based on the number of blocks used by the event is charged. See the attached fee schedule and guidelines. Deposits are returned within one month after the event if all permit terms and conditions were met, and the site was left undamaged, requiring no extra cleaning.

Setup and/or Breakdown Day Fee

These fees are charged for each day of setup or breakdown that occurs outside of the actual event day(s). The fee for a setup or breakdown day is a percentage of the daily facility use fee. An exception exists for dumpsters and portable toilets as long as there is no other rental already scheduled for the following morning. If dumpsters and portable toilets are picked up no later than 9:00 a.m. the following morning, you will not be charged a breakdown day fee.

Note that if you plan to serve food or beverages, or have entertainment for participants on a setup day, we will no longer consider this a setup day but an event day and will be charged as such.

Sound Monitor Fee

When events include amplified musical performances that may occur continuously through the event and/or go into the evening hours, City-hired Sound Monitor(s) may be required to ensure compliance with decibel limits and curfew times.

Special Event Fees and Fines

Special Event fees are based on several factors, including size of the event, the scope of your setup, the degree of impact to the event location, the number of event days, whether setup or breakdown days are needed, whether the host organization is non-profit or for-profit, or whether the applicant is eligible for the resident discount. Check with the Special Events Coordinator for the current fees charged by the City for Special Events. Fees usually consist of:

Utility Fee

Additional fees for electricity, gas or water usage may be charged if the utility is available and utilized at the venue. The fee varies depending on the location.

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